

# Statement of Claim by Creditor

In the matter of \_\_\_\_\_

Date of administration – \_\_\_\_\_

1	Name of creditor  (If a company please also give company registration number)	
2	Address of creditor for correspondence	
3	Email address	
4	Total amount of claim, including any VAT and outstanding uncapitalised interest as at the date the company went into administration.  Where payment is made or set-off applied after the date of administration, this should be deducted and relevant deductions disclosed.	£
5	Documentary evidence of debt. Details of any documents by reference to which the debt can be substantiated. (Note: There is no need to attach them now but the administrator may call for any document or evidence to substantiate the claim at their discretion as may the chairman or convenor of any meeting).	
6	If the amount in 4 above includes outstanding uncapitalised interest, please state the amount.	£
7	Particulars of how and when the debt incurred (If you need more space append a continuation sheet to this form).	
8	Particulars of any security held, the value of the security, and the date it was given.	
9	Particulars of any reservation of title claimed in respect of the goods supplied to which the claim relates.	
10	Insert the nature and amount of any preference under Schedule 6 of the Act claimed in respect of the debt.	
11	In the case of a member state liquidator creditor, specify and give details of underlying claims in respect of which the creditor is claiming.	
12	Signature of creditor or person authorised to act on their behalf.	
	Name in BLOCK LETTERS	
	Position with or relation to creditor	
	Address of person signing (if different from 2 above)	
	Dated	